



**STATEMENT OF PROCEEDINGS
FOR THE SPECIAL MEETING OF THE
LOS ANGELES COUNTY AUDIT COMMITTEE**

**KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 374
LOS ANGELES, CALIFORNIA 90012**

Wednesday, August 7, 2013

10:30 AM

AUDIO LINK FOR THE ENTIRE MEETING. (13-3778)

Attachments: [AUDIO](#)

Present: Member Brenda Robinson, Member Maria Romero and Member Lisa Mandel

Excused: Chair Dorinne Jordan, Vice Chair Carl Gallucci, Member Louisa Ollague, Member Kieu-Anh King and Member Lori Glasgow

Call to Order. (13-3534)

Brenda Robinson called the meeting to order at 10:46 a.m.

I. ADMINISTRATIVE MATTERS

1. Approval of the June 5, 2013 meeting minutes. (13-3535)

On motion of Lisa Mandel, seconded by Maria Romero, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

2. Probation Department Success Stories. (13-3699)

Lisa Campbell-Motton, Probation Department, thanked the Audit Committee for the opportunity to share success stories and reported that the Probation Permanency Collaboration Committee has played a crucial role in facilitating the transfer of information for children from the Department of Children and Family Services (DCFS) that are now under the responsibility of the Probation Department. Ms. Campbell-Motton added that collaborative efforts between DCFS, Probation Department and County Counsel are also providing positive outcomes in the transition of information for children and was pleased to announce that an adoption is anticipated for September 2013.

Karen Richardson, DCFS, reported that collaborative efforts among departments at monthly Probation Permanency Collaboration Committee meetings have been successful and adoption levels are at the highest they have been in a month.

II. OLD BUSINESS

- 3. Murrell's Farm and Boys Home Contract Compliance Monitoring Review (9/27/11) (Continued from meeting of 2/1/12, 3/7/12, 8/1/12, 9/5/12, 12/05/12, 3/20/13 and 6/5/13). (11-5058)**

Lisa Mandel referenced seven out of ten areas that were found in compliance and questioned whether the three remaining areas were significant.

Karen Richardson, Department of Children and Family Services (DCFS), reported that an annual review is being conducted to determine if the agency has made corrections to ongoing Needs and Services challenges and the remaining three areas, related to the facility and environment section, which were not previously implemented. The review is anticipated to be completed by the end of August 2013 and a report will be submitted by the end of the year.

Aggie Alonso, Auditor Controller (A-C), reported that field work for 2011-12 revealed unsupported cash transactions made by the agency and A-C will provide the agency with a listing of all of the findings. Mr. Alonso added that a final draft report is anticipated to be ready in October 2013 and DCFS has been notified of the unsupported cash transactions by the agency.

By Common Consent, there being no objection, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - SEPT. 2011 DCFS REPORT](#)
[SUPPORTING DOCUMENT - SEPT. 2012 DCFS REPORT](#)

- 4. Trinity Youth Services, Sites: El Monte, Apple Valley, Yucaipa, and Norco, Contract Compliance Monitoring Reviews (9/30/11) (Continued from meeting of 11/2/11, 2/1/12, 3/7/12, 8/1/12, 9/5/12, 12/5/12, 3/20/13 and 6/5/13). (11-4653)**

Lisa Campbell-Motton, Probation Department, reported that the pending fiscal audit was completed by the Auditor-Controller and it is item 9 on the

agenda. Ms. Campbell-Motton added that minimal deficiencies were found with the facilities but the agency is in full compliance with the Needs and Services Plans.

By Common Consent, there being no objection, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - PROB REPORT](#)

- 5.** Hillsides Group Home Contract Compliance Monitoring Review (8/10/12)
(Continued from meeting of 12/5/12, 3/20/13 and 6/5/13). (12-5363)

In response to questions posed by Lisa Mandel, Karen Richardson, DCFS, reported that Special Incident Reports (SIR) have been submitted timely and appropriately and a training for SIR reporting will be conducted for all providers in the near future. A new report will be included in the October agenda and a Corrective Action Plan has been submitted. Ms. Richardson added that a visit to the agency is scheduled for February 2014.

Maria Romero instructed Ms. Richardson to confirm that the agency is now in compliance with appropriate filling of the campus sign-in/sign-out log.

By Common Consent, there being no objection, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

- 6.** Moore's Cottage Group Home Contract Compliance Monitoring Review (9/24/12)
(Continued from meeting of 12/5/12, 3/20/13 and 6/5/13). (12-4848)

By Common Consent, there being no objection, this item was continued to the next Special meeting.

Attachments: [SUPPORTING DOCUMENT - SEPT. 2012 DCFS REPORT](#)
 [SUPPORTING DOCUMENT - JAN. 2013 DCFS REPORT](#)

- 7.** Orange County Children's Foundation Group Home Contract Compliance Monitoring Review (3/15/13) (Continued from meeting of 6/5/13). (13-1797)

Sandra Gomez-Diaz reported that the agency is number 31 of 80 in the risk assessment, ranking the agency as average.

By Common Consent, there being no objection, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

8. Careprovider Children and Family Services Group Home Contract Compliance Monitoring Review (4/22/13) (Continued from meeting of 6/5/13). (13-2417)

In response to questions posed by Brenda Robinson, Karen Richardson, DCFS, reported that the next review of the agency is scheduled for December 2013 and their Needs and Service Plan (NSP) findings have not changed since the last training.

By Common Consent, there being no objection, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

III. REPORTS

9. Trinity Youth Services - A Foster Family Agency and Group Home Foster Care Contract Provider - Fiscal and Allegation Review (6/5/13). (13-2790)

Aggie Alonso, Auditor-Controller (A-C), reported that the agency has submitted an appeal and County Counsel is working with their legal representatives to schedule a meeting by the end of August 2013.

Lisa Mandel instructed Mr. Alonso to keep the Committee informed of any status updates.

In response to questions posed by Brenda Robinson, Sandra Gomez-Diaz, A-C, reported that the financial findings reflected in the report are current.

Karen Richardson, DCFS, reported that the agency is currently under a Foster Family Agency contract and six children were placed with them. A review of the agency started in March 2013 and the report is being finalized by her office. Needs and Services Plan findings will be included in the agency's Corrective Action Plan.

In response to questions posed by Brenda Robinson with regard to the Contractor Alert Reporting Database (C.A.R.D), Mr. Alonso reported that DCFS' internal policy requires the appeal process to be completed prior to placement in C.A.R.D.

By Common Consent, there being no objection, this item was continued to the next Special meeting.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

10. Department of Children and Family Services - Contract Management Review (Board Agenda Item 23, June 26, 2012) (6/6/13). (13-2791)

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

11. Review of Teen's Happy Homes, Inc. June 3 2013 Response (6/10/13). (13-2835)

Sandra Gomez-Diaz reported that the agency appealed and County Counsel is working with the agency's Counsel to determine if a formal or informal appeal was submitted; they have until August 17th to file a formal appeal. Repayments are addressed after the appeal process is completed.

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

12. David and Margaret Foster Family Agency Contract Compliance Monitoring Review (7/3/13). (13-3383)

In response to questions posed by Brenda Robinson with regard to recommendations that were not implemented by the agency, Karen Richardson, DCFS, reported that recurring Needs and Service Plans findings will be discussed with the provider to emphasize the importance of meeting expectations.

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

13. Eggleston Family Services Foster Family Agency Contract Compliance Monitoring Review (7/3/13). (13-3389)

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

14. Koinonia Foster Family Agency Contract Compliance Monitoring Review (7/5/13). (13-3384)

In response to questions posed by Brenda Robinson with regard to Community Care Licensing (CCL) findings, Karen Richardson, DCFS, reported that both CCL and her office review the corrective action plan for the implementation of CCL recommendations but only CCL conducts follow-up visits. Ms. Richardson added that the agency had implemented seven out of nine recommendations from the Out-of-Home Care Management Division follow-up review. The two recommendations not implemented were related to disaster drills and timely submittal of the Needs and Service Plans.

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

15. Luvlee's Residential Care, Inc., d.b.a. New Dawn Group Home Contract Compliance Monitoring Review (7/5/13). (13-3385)

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

16. Bourne Group Home Contract Compliance Monitoring Review (7/5/13). (13-3386)

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

17. Fred Jefferson Memorial Foster Family Agency Contract Compliance Monitoring Review (7/5/13). (13-3387)

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

18. Penny Lane Foster Family Agency Contract Compliance Monitoring Review (7/8/13). (13-3388)

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

19. Diakonia Group Home Contract Compliance Monitoring Review (7/9/13). (13-3390)

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

20. Children's Homes of Southern California- A Group Home Foster Care Contract Provider-Fiscal Review (7/11/13). (13-3391)

In response to questions posed by Lisa Mandel with regard to the repayment agreement for the agency, Sandra Gomez-Diaz, Auditor-Controller, reported that the Treasurer and Tax Collector is working with the agency on a temporary agreement until further financial data is collected.

Kathy Gloster, Treasurer and Tax Collector (TTC), reported that the agency has been advised to make a payment as soon as possible, however, once their audited financial statements are submitted, the amount owed will be re-evaluated.

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

21. Pennacle Foundation, Inc.- A Group Home Foster Care Contract Provider- Fiscal Review (7/11/13). (13-3393)

Sandra Gomez-Diaz, Auditor-Controller, reported that the agency repaid what it owed and there are no outstanding issues.

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

22. Los Angeles Youth Network Group Home Contract Compliance Monitoring Review (7/19/13). (13-3510)

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

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23. Vista Del Mar Community Treatment Facility (CTF) Contract Compliance Monitoring Review (7/24/13). (13-3613)

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

24. Rosemary Children's Services Group Home Contract Compliance Monitoring Review (7/25/13). (13-3649)

Karen Richardson, DCFS, reported that findings that required immediate attention were addressed at the time of the review and a follow-up visit will be conducted in October 2013 to confirm the implementation of their Corrective Action Plan.

On motion of Lisa Mandel, seconded by Maria Romero, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

IV. DISCUSSIONS

25. Status of Foster Family Agency and Group Home form contract language dealing with Compensation (Continued from meeting of 12/5/12, 3/20/13 and 6/5/13). (12-5522)

Aggie Alonso, Auditor-Controller, reported that his office still believes that the Child Welfare League of America study should be the bases for the executive compensation and requested that this item be continued to allow his office to gather more information.

Lisa Mandel instructed staff to invite County Counsel to attend all of the Special meetings.

By Common Consent, there being no objection, this item was continued to allow Auditor-Controller and County Counsel to provide an update.

26. Comprehensive Schedule of Audits and Results for DCFS Group Home and Foster Family Agency Contractors. (13-3536)

Aggie Alonso, Auditor-Controller, reported that a web-based application is being developed to facilitate the manipulation and viewing of data and encouraged all Supervisorial Districts to provide input. Launch of the application is anticipated at the end of the year.

Supervisorial Districts will discuss ideas for the application and submit them to Auditor-Controller.

27. Discussion on Needs and Services Plan (NSP) updates. (13-3548)

Lisa Campbell-Motton, Probation Department, and Karen Richardson, DCFS, distributed copies of correctly and incorrectly filled Needs and Services Plan (NSP) Reports and reported that ongoing training is necessary for the providers to better understand the steps needed to complete the NSPs.

Ms. Richardson reported that two trainings were conducted last week, for foster family agencies and Group Home providers, and they received positive feedback.

Bryan Mershon, DMH, suggested that DCFS create a training video that can be streamed at the DCFS website.

In response to questions posed by Maria Romero with regard to consequences for recurring findings, Ms. Richardson reported that the contracts reflect the measures that can be taken when recurring issues are present and it is important for the agencies to understand the importance of their efforts.

Brenda Robinson suggested that an evaluation be conducted at the end of the trainings.

Discussion ensued among Ms. Campbell-Motton, Ms. Richardson and the Committee with regard to alternatives to hold agencies accountable for recurring findings.

28. TTC Collection Process. (13-3690)

Kathy Gloster, Treasurer Tax Collector (TTC), provided a brief summary of the collection process for agencies that have been overpaid.

Discussion ensued among Committee members and Ms. Gloster about the process executed by TTC, the Department of Children and Family Services and County Counsel for agency repayment plans and measures taken when agencies fail to make the repayments.

Lisa Mandel expressed interest in the criteria utilize by TTC to set repayment amounts and instructed staff to place a related discussion item on the next Special meeting agenda.

Brenda Robinson and Maria Romero instructed TTC staff to provide a flow chart that explains the TTC collection process, including historical analysis of what are collected and uncollected funds, at the next Special meeting.

29. Probation Group Home Monitoring Report. (13-3537)

Lisa Campbell-Motton, Probation Department, stated that the current reports are being finalized and all monitoring Probation Department and Department of Children and Family (DCFS) reports will be accessible at the Probation website and the DCFS website. Foster Family Agencies for probation are making progress, State approvals have been obtained, program statements have been received from seven agencies and Community Care Licensing approvals are pending prior to initiating contracts.

Brenda Robinson instructed Ms. Campbell-Motton to report back at the next Special meeting with an update.

V. MISCELLANEOUS

30. Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (13-3538)

There were no matters posted.

31. Public Comment. (13-3541)

No members of the public addressed the Committee.

32. Adjournment. (13-3542)

There being no further business to discuss, the meeting adjourned at 12:08 p.m.